

## **AGENCY DRESS POLICY**

### **Purpose**

The purpose of this policy is to provide guidelines and expectations of dress for CED employees across the various settings and situations in which they work. This dress policy was designed to balance the professional expectations of employees when engaging with clients, their families, and other CED partners with flexibility and comfort. This policy applies to students, staff, and faculty who are directly employed by the CED or working on a CED program.

### **Central Dress Code Expectations**

Basic generic dress code standards apply in the workplace, as follows:

1. Clothing should be clean.
2. Clothing may not reveal anatomical details of the body. This would include midriff shirts, halters, tank tops, muscle shirts, or see through/sheer articles of clothing.
3. Clothing that states or alludes to an obscenity, violence, sex or advertises alcohol, tobacco, illegal substance are prohibited. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.
4. Clothes that are often worn for informal situations such as sweat pants and shorts are not appropriate for the workplace and are prohibited.

### **Matching Appropriate Dress to Situation, Setting, and Services**

CED employees and students engage in a variety of activities representing service, training, and research missions. Some aspects of dress may differ based on the type of services, the setting, and type of interaction that a CED employee may be completing.

1. Close-toed shoes are often most appropriate for instances when one is interacting with clients and their families. This is mostly listed for safety purposes but also commonly presents a professional image to clients receiving services at the CED. Dress sandals may also be appropriate if clean and safe for the employee. These sandals should not be confused with other types of sandals or flip-flops that are often not appropriate in the clinical or community setting, and/or are not safe for employees in the work setting.
2. Denim is another item of clothing that can be confusing. Khaki pants are now available in dark denim and are considered dress pants. Jeans are not appropriate when interacting with clients and their families or speaking with CED partners. Even if an employee does not have direct contact with clients and their families but are in or around clinic or office settings where clients and families are commonly found, they should avoid wearing jeans in the work setting. Thus, if an employee is not representing the CED in any way to the public OR will not be in office or clinic areas where clients and their families would be found, he/she may wear jeans to the workplace.

**Please note that there are no positions within the CED where wearing jeans every day would be appropriate. Regardless of one's position or role, we all have some aspect of representation during the week with our clients and partners. Opportunities for casual dress are limited to rare instances based on our work schedules and plans.**

### **Casual Friday (Mountaineer Friday)**

On Fridays, employees and students at CED locations, North/Morgantown and South/Big Chimney, may dress in casual attire, to include jeans and polo shirts. These items should follow the generic dress code guidelines at the beginning of this policy (i.e., clean, appropriate, without inappropriate languages, or other references). CED employees hosted in DHHR offices may dress in casual attire that conforms to their host agency's dress code. No one should ever wear anything that is prohibited by their host agency. CED employees and students are encouraged to demonstrate WVU sport spirit through their dress/attire on casual Fridays. Casual Friday attire is not appropriate when meeting with other agencies, serving clients, or presenting at public events.

### **Center Planning, Retreats, Manager Meetings**

Within the Center, various activities are planned to ensure our collective thoughts and approach about the Center mission are aligned. Strategic planning events, retreats, Program Manager meetings, etc. often meet this purpose and are internal to the Center employees. Employees and students may apply the casual dress attire considerations to these events UNLESS they are engaging directly with clients, their families, and center partners on the same day. If that is the case, more professional attire would be expected.

### **CED Representative**

At the CED, we highly value our employees and students and are proud they represent the Center throughout their communities. Subsequently, if you wear clothing with the CED listed (e.g., polos, shirts), please remember that you are representing the Center.

### **Policy Disclaimer**

No dress code can cover all contingencies so employees and students must exert some individual judgement. If you are uncertain about attire for work, please seek input from your supervisor.

### **Implementing the Policy**

A CED employee or student who appears to be dressed in a way that counters the dress policy will meet with his/her immediate supervisor to discuss how the attire conflicts with the policy specifically. Any questions and clarifications should be made during this meeting to avoid future issues. A short note about the meeting purpose and outcome should be placed in the employee's or student's file. Repetitive (more than 3 occurrences) accounts of unprofessional attire could support sending the employee or student home for the remainder of the day without pay. Subsequent accounts could warrant suspension or termination.